

City of Fort Worth, Texas Job Description

Classification Title	City Manager		
Job Code:	AP1041	Job Family:	Appointed
Pay Grade		Date Created:	09/03/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Plans, directs, manages and reviews the activities and operation of the City. Coordinates City services and activities among City departments and with outside agencies. Provides highly responsible and complex administrative support to the Mayor and City Council.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the development and implementation of City department goals, objectives, policies and priorities for each assigned service area; interpret administrative policies.
2. Establishes, within City policy, appropriate services and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
3. Plan, direct and coordinate, through Assistant City Managers, the work plan for City departments; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with Assistant City Managers and Directors to identify and resolve problems.
4. Assesses and monitors work load, administrative and support systems and internal reporting relationships; and identifies opportunities for improvement.
5. Represents the City with outside agencies; coordinates City activities with those of cities, counties and outside agencies and organizations.
6. Provides highly complex and professional staff assistance to the Mayor and City Council; and prepares and presents staff reports and other necessary correspondence.
7. Provides staff support to assigned boards and commissions.
8. Responds to and resolves difficult and sensitive inquiries and complaints.
9. Manages and supervises special projects and task forces.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of city management and administration.

11. Negotiates contracts and agreements with representatives of other governmental agencies, businesses, consultants and other agencies and parties.
12. Explains, justifies, and defends City programs, policies, and activities.
13. Assists in negotiating and resolving sensitive and controversial issues.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services, and activities of a comprehensive city management program.
 - Principles and practices of program development and administration.
 - Principles and practices of municipal budget preparation and administration.
 - Principles of supervision, training and performance evaluation.
 - Modern principles and practices of personnel and risk management.
 - Principles and procedures of negotiations
 - Personnel policies and procedures.
 - Pertinent federal, state and local laws, codes, and regulations.
- **Skill in:**
 - Leadership and delegation.
 - Strategic and critical thinking.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and concisely, both orally and in writing.
 - Plan, organize, and direct the work of subordinate staff.
 - Select, supervise, train and evaluate staff.
 - Delegate authority and responsibility.
 - Lead and direct the operations, services and activities of the city.
 - Identify and respond to community and City Council issues, concerns and needs.
 - Develop and administer goals, objectives and procedures.
 - Prepare clear and concise administrative and financial reports.
 - Prepare and administer large and complex budgets.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate new service delivery methods and techniques.
 - Interpret and apply federal, state and local policies, laws and regulations.
 - Establish and maintain effective working relationships.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Master's degree from an accredited college or university with major coursework in public administration, business administration or a closely related field and twelve years of increasingly responsible experience in government or business management, including four years administrative and supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.